



For more information, log into the HR Connect Employee Portal at doehrconnect.custhelp.com and search for “NYCAPS ESS.”

NYCAPS Employee Self-Service (ESS) Overview

DOE employees may use ESS to perform the following:

When can I access ESS?

ESS is available 24/7. However, brief maintenance windows may occur evenings starting at 8:30 PM and on Sundays.

How do I access ESS?






From home or a public location, go to www.nyc.gov/ess

Your User ID is your 7-digit Employee ID/ PMS Reference # provided by your agency or found on your pay stub.

Your Initial Password consists of the last 2 digits of your SSN, an underscore (“_”), the first 3 letters of your birth month (must be upper case), your birth day including the leading zero, and your birth year (e.g., the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be 99_JAN011910).

Trouble Logging in?

Contact the NYC DOE NYCAPS password reset line at (718) 935-4001.

<p>Personal Details</p> 	<ul style="list-style-type: none"> • Change personal information such as: name, address, phone number, personal email address, and more • View other data such as: original hire date
<p>Pay and Tax Information</p> 	<ul style="list-style-type: none"> • View and print W-2, 1127 and 1095-C forms from prior tax years • Make changes to your tax status or tax withholdings • View, designate, and update your beneficiaries for lump sum cash payment for accrued leave and the accidental death benefit
<p>Health Benefits</p> 	<ul style="list-style-type: none"> • Enroll in health benefits (during the Annual Transfer Period or as a new hire) • Add or drop dependents • Change healthcare waiver status at the time of a life event
<p>Verification Letters</p> 	<ul style="list-style-type: none"> • View and print salary/earnings verification letters and employment history
<p>Careers</p> 	<ul style="list-style-type: none"> • View and apply to jobs within NYC
<p>And more!</p>	<ul style="list-style-type: none"> • Donate to disaster relief and NYC Gives • Select electronic delivery of your W-2 forms • Medicaid enrolled providers may add their Medicaid provider information